

# CONFIDENTIAL: INTERNAL WORKING COPY

## Announcement of Position Vacancy DCS Form (#)

The following information relates to an imminent position vacancy. This position will be posted on the Job Bank. All lateral transfers requests will be considered provided written notification, curriculum vitae or resume, and a State approved [Employment Application](#) are received by the deadline listed below. Staff interested in this position are encouraged to review the DCS [Promotions and Lateral Transfers Policy](#).

### Position Details

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Position Title: click to insert text

Location: click to insert text

Classification Level: click to insert text

Minimum Pay: click to insert text

Initial Date of Vacancy: click to insert text

Expected Job Bank Posting Date: click to insert text

Deadline for Lateral Transfer Requests: click to insert text

Lateral transfer requests shall be submitted to:

Insert Name, Insert Title

Insert Mailing Address

Insert Phone Number

Insert Fax Number

Insert Email Address